The following guidelines are provided to clarify processing payment in SCEIS when an employee engages in dual employment or multiple employment within the same agency.

Dual Employment/Multiple Employment within an Agency

The Dual Employment/Multiple Employment Action has been created to provide agencies with a process that generates the infotypes needed to pay employees subject to dual or multiple employment. Additionally, Business Process Procedures (BPPs) are available on the SCEIS website at https://uperform.sc.gov/gm/folder-1.11.8912 with detailed information outlining the process from the creation of the position, establishing the dual employment related infotypes, entering work hours on the employee, to payroll processing reference.   It is extremely important in Personnel Administration (PA) to utilize the Dual/Multiple Employment Action to establish PA related infotypes since key integration points impacting payroll and retirement administration have been configured as a part of the action.

The following guidelines are provided to clarify processing payment in SCEIS when an employee engages in dual employment or multiple employment between two state agencies.

Due to security restrictions, a central action is required when a dual or multiple employment situation occurs. Coordination between the agencies is required. The Secondary agency should initiate the dual or multiple employment request with the Primary agency. Upon approval of the employment arrangement, the Primary agency should submit a service desk ticket to the Office of Human Resources with a copy of the Dual Employment Form or Multiple Employment Form. The Office of Human Resources will perform a Central Dual/Multiple Employment Action creating Infotype 0554 and/or Infotype 0015 and the appropriate retirement code for the dual situation under the Primary Agency. The Office of Human Resources will notify the agency of the completion of the request through the closure of the ticket.

Payments Based on Hourly Rate
Once the employee begins work at the Secondary agency, he will be required to submit a timesheet (either by fax, email, scan, etc.) for hours worked at the Secondary agency.   This time entry process will not be available through ESS for the employee to complete and no workflow routing will occur between agencies. The Time Administrator at the Home agency will then key in the hours worked at Secondary agency using the standard CATS time-approval process and the appropriate Attendance Type, and the dual employment position number must be entered in the position field. For nonexempt employees, SCEIS will automatically manage overtime earnings between the two agencies. Overtime will be earned based on the approved work week of the Home agency. When the employee reaches overtime eligibility (works in excess of 40 hours based on Home agency's workweek), he will be paid time and a half based on the schedule of the primary agency. This higher rate will be paid according to the cost allocation of the position in which he is working those excess hours. For example, he reaches 40 hours of work at Home agency and then works 5 hours at Secondary agency, the Secondary agency will pay the higher rate for the remaining hours worked.

Payments Based on Lump Sum
Lump sum payments may be granted to certain employees. Since temporary hourly employees are paid hourly, the option to process a "lump sum" amount should not be used for this employee category. These payments are processed on Infotype 0015 under either the Wage Type 1821 for Dual Lump Sum Payment or Wage Type 1825 Multiple Employment Lump Sum Payment.

In both payment circumstances, the employee will receive only one check for work at both agencies. In addition, no hard edit will exist in the backend to monitor the earnings maximum of 30% of the employee's annual salary. As currently required today, the agencies should monitor the dual earnings for compliance through reports. In addition, the Office of Human Resources will monitor dual employment earnings to ensure compliance with State Human Resources Regulations.

No hard edit exists to end the dual employment relationship at the expiration of the 12 months. This can be monitored/controlled through the start and end dates on Infotype 0554.   Also, Monitoring of Tasks may

be used to send notices regarding the Dual Employment expiration and the Dual Employment Salary Maximum.

Transition Between Payroll Live and Non-Live Agencies

During the transition period of agency HR/Payroll implementation into SCEIS, it is important to determine which agency will be responsible for issuing employee payments for dual or multiple employment since the non-live agencies are under different payroll systems. Below is a chart that may be helpful in making this determination. In the scenarios below, Agency A is the primary agency and Agency B is the secondary agency.

SCENARIO	Agency to Issue Payment
SCENARIO A - Two Live (HR/Payroll) Agencies: Dual or Multiple Employment between two SCEIS agencies live with HR/Payroll in SCEIS.	The employee is paid from SCEIS under the Primary Agency.
SCENARIO B - Live (HR/Payroll) / Non-Live: Dual or Multiple Employment when the employee works for a live SCEIS agency (Agency A) accepts dual employment with a non-live agency (Agency B) that also is not live with SCEIS Finance.	The employee is paid by Agency B, the Secondary agency, from the respective legacy system.
SCENARIO C - Live (HR/Payroll) / Finance Only: Dual or Multiple Employment when the employee works for a live SCEIS HR/Payroll agency (Agency A) accepts dual employment with an agency that is live in SCEIS only with Finance (Agency B).	The employee is paid by Agency B, the Secondary agency, from the respective legacy system.
SCENARIO D - Finance Only/ Live (HR/Payroll): Dual Employment or Multiple Employment when an employee working with an agency that is live in SCEIS only with Finance (Agency A) accepts dual or secondary employment with an agency that is live with SCEIS HR/Payroll (Agency B).	The employee is hired and paid by the SCEIS Agency B by creating a Dual or Multiple Employment position and processing payment accordingly. It should be noted that if Agency A becomes a live SCEIS payroll agency, the employee's record and assigned Personnel Number will have to be transferred to Agency A - the Primary Agency. Please note: If an employee of Agency A which is live in SCEIS only with Finance has assigned security roles related to Finance, his security may be impacted with accepting dual or multiple employment with an agency that is live with SCEIS payroll (Agency B).
SCENARIO E - Non-Live/ Live (HR/Payroll): Dual or Multiple Employment when the employee works for a non-live agency including Higher Education (Agency A) accepts dual employment with an agency that is live with SCEIS HR/ Payroll (Agency B).	The Employee is hired and paid by the SCEIS Agency B through the following process: Agency B will create a Dual or Multiple Employment position, process the New Hire Action and Agency Dual/Multiple Employment Action (using reason code *Dual Employ Lump Sum Payment or Multiple Employ Lump Sum Payout),* and process payment using infotype 0015 as needed. It should be noted that if Agency A becomes a live SCEIS payroll agency, the employee's record and assigned Personnel Number will have to be transferred to Agency A-the Primary Agency.

In summary, this process requires close coordination and trust between the agencies to ensure employees are paid appropriately and timely. Since data is being entered on behalf of an agency, oversight and validation are important for both agencies. Various reports will be available to assist agencies with this quality review need.